



BRIAN SANDOVAL
Governor

NEVADA GAMING CONTROL BOARD

1919 College Parkway, P.O. Box 8003, Carson City, Nevada 89702
555 E. Washington Avenue, Suite 2600, Las Vegas, Nevada 89101
3650 S. Pointe Circle, Suite 203, P.O. Box 31109, Laughlin, Nevada 89028
557 W. Silver Street, Suite 207, Elko, Nevada 89801
9790 Gateway Drive, Suite 100, Reno, Nevada 89521
750 Pilot Road, Suite I, Las Vegas, Nevada 89119

A.G. BURNETT, *Chairman*
SHAWN R. REID, *Member*
TERRY JOHNSON, *Member*

August 8, 2016

Administrative Assistant II Recruitment Administration Division

This is an open competitive recruitment. All applicants who meet the minimum qualifications are eligible to apply for this position and may do so by completing an application on the Nevada Gaming Control Board website @ www.gaming.nv.gov.

All applications must be submitted through the website and NEATS system.

Applications will be accepted until recruitment is satisfied.

Administrative Assistants perform a variety of clerical, secretarial and administrative support duties such as maintaining records and files; composing and editing correspondence; data entry; office management; and budget monitoring. Incumbents possess a degree of knowledge and proficiency sufficient to perform advanced-level work and may provide work direction and training to others.

Position description:

The Administrative Assistant II is mainly responsible for the following duties:
The Nevada Gaming Control Board has a vacant Administrative Assistant II position within the Administrative Division in Carson City. This position provides administrative support to the Records and Research Unit. This position is required to research information, microfilm and microfiche, data entry, process, scan, track files and must have experience with importing/exporting files. This position covers the front desk, answering questions, greeting visitors and answering phone. The candidate must possess excellent communication and telephone skills, broad computer knowledge and the ability to input data with a high degree of accuracy. The incumbent must be able to pass an extensive background investigation, no convictions of certain offenses, no conflicting interests, ability to abstain from gambling anywhere in the State of Nevada, on or off duty.

Location: Carson City.

Maximum Annual Salary: \$26,747.00 - \$38,670.00 (employer-paid)
 \$31,090.32 - \$44,954.64 (employee/employer-paid)

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The Nevada Gaming Control Board is an equal opportunity employer.